

Tennessee Leaders of Tomorrow Fall 2018 Internship
Tennessee Department of Commerce and Insurance
Legal Division Internship

The Department of Commerce and Insurance seeks an intern(s) to assist the General/Civil Legal Division and Regulatory Board Legal Division. Information regarding the Department can be found at <https://www.tn.gov/commerce/resources-services/our-mission.html>.

Interns will be responsible for assisting attorneys with the duties below:

1. Drafting and reviewing contracts, consent orders, pleadings, bills and rules;
2. Preparing for administrative hearings and board meetings, including reviewing complaints, evidence, and preparing potential settlement documents;
3. Researching legal issues raised by complaints, including researching legislative intent; and
4. Attending meetings with members of regulated industries as necessary.

Candidates will be asked to provide a writing sample (3 pages) and submit one (1) professional reference.

Applicants interested in this internship may contact Kimberly Mantlo via email at Kimberly.Mantlo@tn.gov.

The Tennessee Department of Commerce and Insurance is an Equal Opportunity Employer.